



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF

IMEU-CHV-LG

22 June 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Benelux, Command Policy Letter 13*, Command Supply Discipline Program (CSDP) Policy

1. References:

- a. AR 710-2, 24 Feb 04, Inventory Management Supply Policy below the National Level.
- b. AR 735-5, 10 Jun 02, Policy and Procedures for Property Accountability.
- c. Army Standing Operating Procedure for the Government Purchase Card Program, 31 Jul 02.

2. Purpose: This memorandum details policy and responsibilities, and provides guidance for conducting the CSDP within the USAG Benelux.

3. Applicability: This memorandum applies to all units and activities assigned or attached to the USAG Benelux and all tenant units and activities supported with government property, supplies or equipment provided by Garrison Property Book Offices (PBO).

4. Policy: The CSDP is directed at eliminating noncompliance with supply regulations. Compliance with supply directives results in reduced expenditures for supplies and equipment and ensures better utilization of existing assets. Everyone who commands, manages, controls, issues, and uses government property has an inherent responsibility to ensure strict adherence to regulations. Referenced directives require an aggressive supply discipline program at all levels of command. The CSDP is being incorporated into the Command Inspection Program (CIP) evaluation plan in order to avoid duplication of effort and to minimize disturbance of work at evaluated activities.

5. Responsibilities:

- a. The Garrison Director of Logistics (DOL) is charged with:

- (1) Overseeing the CSDP and keeping the USAG Commander advised of its status.

- (2) Ensuring that all units, elements, and activities assigned or attached to, or supported by the Garrison, adhere to the principles of the CSDP.

- (3) Changing the program, when necessary, to account for any uniqueness within the USAG.

*Previously Policy Letter 40

This memorandum is available at <http://www.80asq.army.mil/sites/commander/policy.asp>.

(4) Publishing all changes to procedures for the conduct of the CSDP, and providing checklists to ensure uniformity throughout the Garrison

(5) Ensuring evaluations are conducted in accordance with reference 1a.

b. Commanders, directors, supervisors, and special staff are charged with enforcing compliance with the CSDP. This includes, but is not limited to:

(1) Ensuring all property belonging to, arriving in, or departing from their activity is accounted for, cared for, and safeguarded.

(2) Ensuring that required inventories are conducted within prescribed timeframes.

(3) Ensuring that hand receipts are updated with the appropriate property book office, as directed. At a minimum, hand receipts will be updated semi-annually.

(4) Inventorying all property, upon change of hand receipt holder and semi-annually. During inventories, all property within the organization or activity will be accounted for. Property found, which is not accounted for on the hand receipt will be reported to the Property Book Officer. During inventories, all serial numbers will be verified and the location of serial numbered item(s) will be reported to the PBO by building and room number.

(5) Transferring property responsibility to a successor prior to the hand receipt holder departing the organization.

(6) Obtaining a proper receipt or credit for property turned in regardless of reason. All property and equipment will be turned in through the servicing installation PBO (to include scrap) and/or Supply Support Activity (SSA). Direct turn-in to the Defense Reutilization and Marketing Office (DRMO) is absolutely prohibited.

(7) Reporting within five calendar days to the servicing PBO, the discovery of any loss, damage, or destruction to property listed on their hand receipt, and initiating administrative action to assess liability or to provide relief from responsibility.

(8) Ensuring strict compliance with the Army Standing Operating Procedures for the Government Purchase Card Program, especially the requirement to verify that all purchased accountable property has been properly documented.

(9) Sub-hand receipting all property not directly under their immediate control.

(10) Ensuring that property listed on their individual hand receipt is not sub-hand receipted outside of their activity or organization.

(11) Establishing sufficient controls to ensure each person responsible for property has properly cleared the PBO before departing from the activity.

**Previously Policy Letter 40*

This memorandum is available at <http://www.80asg.army.mil/sites/commander/policy.asp>.

IMEU-CHV-LG

SUBJECT: USAG Benelux Command Policy Letter 13*, Command Supply Discipline Program (CSDP) Policy

6. Guidance:

a. A senior logistician (Battalion S-4/DOL) will be appointed on orders to monitor the tailored garrisons CSDP.

b. Garrison PBOs, primary hand receipt holders, commanders, and supervisors will be evaluated for compliance with CSDP directives.

c. The frequency of internal evaluations is as desired and minimum requirements are displayed in Table B-7 of Reference 1a. Schedules will be coordinated with the responsible agency for the CIP.

d. When an applicable requirement cannot be completed, the immediate higher level of command must be notified.

e. The evaluated organization will be provided copies of each evaluation made under CSDP. Evaluations will identify specific noncompliance findings, cite regulatory guidance, make recommendations for corrective actions, and will include a suspense date for corrective action.

f. Repeat discrepancies will be given particular emphasis in the evaluation report, and will require a response of corrective action (s) taken.

g. A copy of the evaluation will be retained for reference during succeeding periodic evaluations.

h. A file of CSDP evaluations will be established and the office conducting the external evaluation will maintain copies of the most current evaluations.

i. Major problems or policy questions surfaced during CSDP evaluations will be elevated up chain of command to that level capable of resolving the issue.

7. It is imperative that each person responsible for the use or accounting of government property, supplies, and equipment be thoroughly familiar with, and aggressively exercises their individual responsibilities.

8. Point of contact is the Director of Logistics at DSN 361-1340/5480.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus

CDR, USAG Schinnen

CDR, USAG Brussels

*Previously Policy Letter 40

This memorandum is available at <http://www.80asq.army.mil/sites/commander/policy.asp>.

